



Planning and Development Services Department
Code Enforcement Division
320 N. Commerce Park Loop, Tucson, AZ 85726
520-791-5843; Fax: 520-791-2566

Administrative Conference Appeal of a Re-inspection Fee

Address of the Property subject to the appeal:

Case Number: _____ Inspector: _____

Owner's Name: _____

Owner's Signature: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Reason for the appeal: _____

- **The fee to appeal a reinspection fee is \$50.00.**
- The appeal application along with the appeal fee must be submitted within 10 days of the date of the invoice.
- The appellant will be notified in writing on when and where the hearing will occur.
- At the hearing, the applicant shall provide adequate information to fully describe the conditions in question.
- An appeal is required for each reinspection fee assessed and it must be done timely. If a person receives more than one reinspection fee notice, they must be appealed individually with a fee submitted for each appeal. One appeal of multiple reinspection fee notices will not be accepted.

The director or their designated hearing officer may use a hearing committee consisting of staff persons as the director deems appropriate. If the director denies an appeal, the applicant must comply with the decision of the director and will be responsible to pay the fee.

Application accepted by: _____ Date: _____
(Code Enforcement staff)